If the employee's new Step equals 3 or 4, then WIG: Waiting Period End Date shall equal the Effective Date plus 104 weeks minus 1 day, and WIG Date: Next shall be set equal to the next pay period beginning date after the WIG: Waiting Period End Date.

If the employee's new Step equals 5, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

Federal Wage System Calculation (Pay Plans XP, XL, XS, XD, XN):

If the employee's new Step equals 1, then WIG: Waiting Period End Date shall equal the Effective Date plus 26 weeks minus 1 day, and WIG Date: Next shall be set equal to the next pay period beginning date after the WIG: Waiting Period End Date.

If the employee's new Step equals 2, then WIG: Waiting Period End Date shall equal the Effective Date plus 78 weeks minus 1 day, and WIG Date: Next shall be set equal to the next pay period beginning date after the WIG: Waiting Period End Date.

If the employee's new Step equals 3, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

3.1.2.1.2-217

The capability shall be provided for the Pay Rate Determinant to be determined on any change in Grade: Current or Step and the action being processed is not equal to 001 or 002 as follows.

If PRD equals 7, then PRD should be set to 0.

If PRD equals 5, then PRD should be set to 6.

3.1.2.1.2-218

The capability shall be provided to initialize to null Coop: Date Entered Program, Coop: Return to School Date, Coop: Return to Duty Date, Coop: Intended Degree Field, Coop: Intended Degree Level, Coop: Intended Graduation Year, Coop: School Code, and Coop: GPA if the NOAC is a conversion and the Position: Type changes from 0 or 1 to something other than 0 or 1 with optional override.

3.1.2.1.2-219

The capability shall be provided to set the TSP: Employee Status Code to "I" if the action being processed is an accession (1**, ***A), the Retirement Plan equals K, M, or N, and the SCD: Leave equals the Effective Date of action. The user shall be able to override the value set by the system.

3.1.2.1.2-220

The capability shall be provided to generate Organization: Assigned Level One, Organization: Assigned Level Two, Organization: Assigned Level Three, and Organization: Assigned Level Four based on a hierarchical structure if the employee's Organization: Assigned code is identified as structured. This technique

3.1.2.2.3 Thrift Savings Plan Eligibility

NPPS shall provide the capability to produce a suspended TSP Eligibility transaction (NOAC 943) for each eligible employee based on a user-supplied beginning and ending date range.

INPUTS

The inputs for TSP Eligibility are listed in Appendix D, Personnel Mass Action Inputs.

PROCESSES

3.1.2.2.3-100

The capability shall be provided to determine an employee's eligibility criteria for transaction creation as follows.

- TSP: Eligibility Date must be equal to or between the selection beginning and ending dates supplied by the user.
- Employee must be active (Duty Status not equal to Z).

The capability shall be provided for the following in the creation of a TSP Eligibility transaction for each employee.

3.1.2.2.3-101

Effective Date shall be set equal to TSP: Eligibility Date.

3.1.2.2.3-102

TSP: Employee Status Date shall be set equal to TSP: Eligibility Date.

3.1.2.2.3-103

TSP: Eligibility Date shall be initialized to null.

3.1.2.2.3-104

If the TSP: Employee Status Code = 'W', set the TSP: Employee Status Code to 'Y', else shall be set equal to set the TSP: Employee Status Code to 'E'.

OUTPUTS

The following outputs shall result from the TSP Eligibility process.

3.1.2.2.3-200

Generation and suspension of NOAC 943 for each employee record meeting the eligibility criteria.

3.1.2.2.3-300

Creation of a TSP Letter for each eligible employee in accordance with Core Report 254 at user's option.

data only when both city tax alternate amount and percentage or both county tax alternate amount and percentage are not greater than zero.

3.1.3.1.1-1306

The capability shall be provided to create former city and county tax information to support the production of year-end W2s when a current city or county tax withholding is changed to a new city or county tax withholding or when a current city or county tax withholding is canceled. A maximum of three former city and three former county tax information sets shall be provided. Former city and county tax information shall be in accordance with the inputs specified for withholding and earnings associated with regular earnings in Appendix F for former city and county tax actions.

3.1.3.1.1-1400 TSP Payments

The capability shall be provided for biweekly employee deductions for Thrift Savings Plan (TSP) and for biweekly government matching contributions and for biweekly government automatic contributions the distribution of these contributions among the three TSP investment funds.

3.1.3.1.1-1401

The capability shall be provided to enter and maintain TSP data as specified in table TRETIR in Appendix J for use in TSP transaction editing, deduction computation, and reporting.

3.1.3.1.1-1402

The capability shall be provided to establish, modify, and cancel TSP deductions. TSP transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-1403

The capability shall be provided to accept the establishment of a TSP deduction only when the employee's TSP status is Y or W, indicating election to participate.

3.1.3.1.1-1404

The capability shall be provided to accept the establishment or modification of a TSP deduction only when a TSP deduction percentage or a TSP deduction amount are entered, but not both.

3.1.3.1.1-1405

The capability shall be provided to accept the establishment or modification of a TSP deduction only when the employee fund distribution rates equal 100 percent.

3.1.3.1.1-1406

The capability shall be provided to accept the establishment or modification of a TSP deduction only when the employee fund distribution rates are in increments of five percent.

3.1.3.1.1-1407

The capability shall be provided to initialize the TSP Distribution Rates (G, F, and C Funds) to null during the pay period initialization process for all non-participating CSRS employees (TSP: Employee Status Code not equal Y).

- Federal Employee Health Benefits (FEHB)
 - FEHB (Current Plan)
 - FEHB Government Contribution (Current Plan)
 - FEHB (Prior Plan)
 - FEHB Government Contribution (Prior Plan)
- Federal Employee Group Life Insurance (FEGLI)
 - Family Optional Coverage
 - Optional A Coverage
 - Additional Optional B Coverage
 - FEGLI Government Contribution

3.1.3.1.2.1-500 TSP Adjustments

The capability shall be provided to establish and modify adjustments to an employee's TSP deductions and government contributions. Adjustment capabilities shall be provided as follows.

- Positive adjustments to the current pay period TSP deduction to deduct and submit deduction amounts omitted in prior periods. A TSP record type 164 for submission to the National Finance Center shall be generated to include this adjustment plus the current period deduction, if any. An effective pay date equal to the value of the current TSP Effdate shall be generated by NPPS for this adjustment. The effective date of the makeup contributions is the pay date that the contributions should have been made.
- Negative adjustments to the current pay period TSP deduction to refund deduction amounts erroneously deducted and submitted in prior periods. A TSP record type 264 for submission to the National Finance Center shall be generated. Up to 26 separate adjustments shall be allowed. Each adjustment entry shall require an effective date that is equal to an effective pay date (a valid TSP Effdate) prior to the current pay date. When supporting history data is present, the adjustment amount must be equal to or less than the original TSP deduction plus original TSP adjustment(s) for the effective pay period.

3.1.3.1.2.2 Accumulations Adjustments

The capability shall be provided for the adjustment of accumulations of dollars and hours paid and leave accounting accumulations.

3.1.3.1.2.2-100 Accumulations of Dollars and Hours Paid Adjustments
The capability shall be provided for the adjustment of accumulation of earnings,
deductions, leave costs, and hours worked.

3.1.3.1.2.2-101

Accumulations adjustments of dollars and hours paid transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.2.2-102

The capability shall be provided to establish an adjustment to accumulations of earnings, deductions, leave costs, and hours worked only when the value of the adjusted field after adjustment is positive.

3.1.3.1.2.2-103

The capability shall be provided to automatically apply adjustments to earnings and deductions accumulations associated with HIT, FICA, and federal, state, city, and county taxable earnings, TSP deductions, FEHB deductions and tax withholdings when current pay period permanent change of station earnings and the associated tax withholdings are entered.

3.1.3.1.2.2-104

The capability shall be provided to establish and modify limited appointment accumulations adjustments.

3.1.3.1.2.2-105

The capability shall be provided to establish and modify positive TSP record type 461 adjustments for submission to the National Finance Center to resubmit previously rejected TSP record type 161s or for makeup contributions that are attributable to a back pay award or other retroactive pay adjustment. Up to 26 separate adjustments shall be allowed. These adjustments shall not affect employee pay.

3.1.3.1.2.2-106

The capability shall be provided to enter and modify YTD, QTD, and MTD earnings and deductions accumulations that were saved for a maximum of three former taxing states when the taxing entity was changed to another taxing entity or the tax withholding requirement was canceled.

3.1.3.1.2.2-107

The capability shall be provided to allow the establishment or modification of former state tax data only when the state tax earnings, deductions, and state tax code are present.

3.1.3.1.2.2-108

The capability shall be provided to enter and modify YTD, QTD, and MTD earnings and deductions accumulations that were saved for a maximum of three former taxing cities and counties when the taxing entity was changed to another taxing entity or the tax withholding requirement was canceled.

biweekly HIT deduction for employees with a Retirement Plan of 1, 2, 4, 6, C, E, K, M, R, T, or N by first subtracting the FEHB deduction from the biweekly gross earnings then multiply by the statutory HIT rate in table TRETIR in Appendix J.

If FEHB Tax Exempt Waiver (TEW) indicator is 'Y' (meaning employee <u>does</u> waive the FEHB Tax Exemption), the capability shall be provided to compute the biweekly HIT deduction for employees with a Retirement Plan of 1, 2, 4, 6, C, E, K, M, R, T, or N by multiplying the biweekly gross earning by the statutory HIT rate in table TRETIR in Appendix J.

If FEHB Tax Exempt Waiver (TEW) indicator is blank, compute the biweekly HIT government contribution by first subtracting the FEHB deduction from the biweekly gross earnings then multiply by the HIT statutory contribution rate.

If FEHB Tax Exempt Waiver (TEW) indicator is 'Y' then compute the biweekly HIT government contribution by multiplying the biweekly gross earnings by the HIT statutory contribution rate.

3.1.3.2.4-200

The definition of base earnings for this process includes earnings from locality adjustment pay, standby premium pay, AUO pay, and availability pay, but it does not include additions to earnings from adjustments to continuing pay as defined in Paragraph 3.1.3.1.2.1-200.

The capability shall be provided to compute the biweekly TSP employee deduction for participating employees (TSP: Employee Status Code = Y<u>or W</u>), not to exceed the limit (Year Max Ded) specified in table TRETIR in Appendix J, as follows.

TSP Employee Deduction

(For reemployed annuitants) TSP computations are based on the Scheduled Adjusted Basic Pay or Salary Cap if lower.

A x (B or C) for employees who elect TSP rate or D for employees who elect a whole dollar amount

Where:

- A = Elected employee rate
- B = Computed biweekly base earnings (Adj Basic Pay / 2087 x biweekly)
- C = If a Reemployed Annuitant (Annuitant Indicator 1, 4, 5, A, C, or E), Sch Adj Basic Pay or Salary Cap if lower in Pay Master will be used (Sch Adj Basic Pay or Salary Cap if lower / 2087 x biweekly base hours)
- D = TSP: Elected Amount of Deduction

3.1.3.2.4-201

The definition of base earnings for this process includes earnings from locality adjustment pay, AUO pay, and availability pay, but it does not include additions to

earnings from adjustments to continuing pay as defined in Paragraph 3.1.3.1.2.1-200.

The capability shall be provided to deduct the requested TSP employee deduction up to the following limits.

- For FERS employees, up to 10 percent of the employee's biweekly salary
 (Adjusted Basic Pay + AUO + Availability Pay, except for Reemployed
 Annuitants (Annuitant Indicator A, C, or E) then Scheduled Adjusted Basic Pay
 or Salary Cap if lower in Pay Master File is used). For Federal Wage System
 employees (NASA Classification Code = 1****) who have received hazardous
 pay in the current pay period (Hazardous Earnings: B/W greater than zero), the
 computed biweekly salary shall include Hazardous Earnings: B/W (including
 Hazardous Earnings: Adj B/W).
- For non-FERS employees (CSRS, FICA, and no retirement plan), up to 5 percent of the employee's biweekly salary (Adjusted Basic Pay + AUO + Availability Pay, except for Reemployed Annuitants (Annuitant Indicator 1, 4, or 5) then Scheduled Adjusted Basic Pay or Salary Cap if lower in Pay Master File is used). For Federal Wage System employees (NASA Classification Code = 1****) who have received hazardous pay in the current pay period (Hazardous Earnings: B/W greater than zero), the computed biweekly salary shall include Hazardous Earnings: B/W (including Hazardous Earnings: Adj B/W).
- For all participating employees, total annual deductions shall not be allowed to exceed the indexed IRS limit.

3.1.3.2.4-202

The definition of base earnings for this process includes earnings from locality adjustment pay, AUO pay, and availability pay, but it does not include additions to earnings from adjustments to continuing pay as defined in Paragraph 3.1.3.1.2.1-200.

The capability shall be provided to compute the government basic contribution to the employee's plan for eligible FERS employees (Retirement Plan of K, M, or N and TSP: Employee Status Code is not I, W or S) at one percent of the employee's biweekly salary. For Reemployed Annuitants (Annuitant Indicator 1, 4, 5, A, C, or E) Scheduled Adjusted Basic Pay or Salary Cap if lower in Pay Master is used. For Federal Wage System employees (NASA Classification Code = 1****) who have received hazardous pay in the current pay period (Hazardous Earnings: B/W greater than zero), the computed biweekly salary shall include Hazardous Earnings: B/W (including Hazardous Earnings: Adj B/W).

3.1.3.2.4-203

The definition of base earnings for this process includes earnings from locality adjustment pay, AUO pay, and availability pay, but it does not include additions to earnings from adjustments to continuing pay as defined in Paragraph 3.1.3.1.2.1-200. For Federal Wage System employees (NASA Classification Code = 1****)

who have received hazardous pay in the current pay period (Hazardous Earnings: B/W greater than zero), the computed biweekly base earnings shall include Hazardous Earnings: B/W (including Hazardous Earnings: Adj B/W) and C, as computed below, shall be computed using the hazardous differential.

The capability shall be provided to compute the government matching contribution to the eligible FERS employee's (Retirement Plan of K, M, or N and TSP: Employee Status Code is not I, W or S) plan as follows.

Government Matching Contribution

 $A (B \text{ or } C) + D (B \text{ or } C) \times .5$

Where:

A = Employee deduction percent, not to exceed 3%

B = Computed biweekly base earnings if salary is not capped

C = Scheduled salary / 2087 x biweekly base hours, if salary is capped

D = Employee deduction percent - 3%, not to exceed 2% nor less than zero

When the employee TSP deduction is reduced to accommodate the indexed IRS limit, the government matching contribution shall be computed using a recomputed employee TSP percent. The recomputed employee TSP percent shall be computed as follows.

Recomputed Employee TSP Percent

Reduced Employee Deduction / (B or C), as defined above.

3.1.3.2.4-204

The capability shall be provided to compute the G, F, and C Fund distribution of employee deductions, one percent government basic contribution and government matching contribution of TSP, as follows.

Employee TSP Deduction and Contribution Distributions

 $A \times B$

Where:

A = Biweekly deduction and/or government contribution

B = Elected rate of distribution for the individual fund

3.1.3.2.4-300

If FEHB Tax Exempt Waiver (TEW) indicator is blank (meaning employee <u>does not</u> waive the FEHB Tax Exemption), the capability shall be provided to compute the biweekly federal tax withholding deduction as follows.

APPENDIX B PERSONNEL ACTION INPUTS

| 773 | Extension of LWOP: NTE | B-148 |
|------------|--|-------------------|
| 780 | Name Change From | B-149 |
| 781 | Change in Work Schedule | B-150 |
| 782 | Change in Hours | B-151 |
| 790 | Realignment | B-152 |
| 792 | Change in Duty Station | B-153 |
| 800 | Change in Data Element | B-154 |
| 803 | Change in Retirement Plan | B-155 |
| 810 | Change in Allowance/Differential | B-156 |
| 815 | Recruitment Bonus | B-157 |
| 816 | Relocation Bonus | B-158 |
| 818 | AUO | B-159 |
| 819 | Availability Pay | B-160 |
| 825 | Separation Incentive | B-161 |
| 840 | Individual Cash Award | B-162 |
| 841 | Group Cash Award | B-163 |
| 842 | Individual Suggestion / InventionAward | B-164 |
| 843 | Group Suggestion / Invention Award | B-165 |
| 844 | Foreign Language Award | B-166 |
| 845 | Travel Savings Incentives | B-167 |
| <u>846</u> | Individual Time-Off Award | <u>B-168</u> |
| <u>847</u> | Group Time-Off Award | <u>B-169</u> |
| 866 | Termination of Grade Retention | B- <u>170</u> 168 |
| 878 | SES Rank Award | B- <u>171</u> 169 |
| 879 | SES Performance Award | B- <u>172</u> 170 |
| 880 | Change in Tenure Group | B- <u>173</u> 171 |
| 881 | FEGLI Change | B- <u>174</u> 172 |
| 882 | Change in SCD | B- <u>175</u> 173 |
| 883 | Change in Veteran Preference | B- <u>176</u> 174 |
| 885 | Performance Award | B- <u>177</u> 175 |
| 888 | Denial of Within Grade Increase | B- <u>178</u> 176 |
| 891 | GM Within Grade Increase | B- <u>179</u> 177 |

| 892 | Quality Increase | | B- <u>180</u> 178 |
|------|------------------------------------|---|------------------------------|
| 893 | Within Grade Increase | | B- <u>181</u> 179 |
| 894 | Pay Adjustment | | B- <u>182</u> 180 |
| 895 | Locality Payment | | B- <u>183</u> 181 |
| 899 | Step Adjustment | | B- <u>184</u> 182 |
| 901 | Col Pay Adj - Reemployed Annuitant | | B- <u>185</u> 183 |
| 916 | Home Marketing Incentive | | B- <u>186</u> 184 |
| 920 | Position/NCC/Title Change | | B- <u>187</u> 185 |
| 925 | Change in Organization Name | | B- <u>188</u> 186 |
| 930C | Detail NTE (Classified) | | B- <u>189</u> 187 |
| 930U | Detail NTE (Unclassified) | | B- <u>190</u> 188 |
| 931 | Ext of Detail NTE | | B- <u>191</u> 189 |
| 932 | Termination of Detail | | B- <u>192</u> 190 |
| 939 | Tour of Duty | | B- <u>193</u> 191 |
| 942 | Health Plan Change | N | B- <u>194</u> 192 |
| 943 | Thrift Savings Plan | N | B- <u>195</u> 193 |
| 954 | Change in Appropriation | | B- <u>196</u> 194 |
| 971A | Accession: Volunteer Services | | B- <u>197</u> 195 |
| 972 | Change: Volunteer Services | | B- <u>204</u> 203 |
| 973T | Termination: Volunteer Services | | B- <u>205</u> 204 |
| 987 | Space Act Award (HQ only) | | B- <u>206</u> 205 |
| 988 | NASA Honor Award (HQ only) | | B- <u>207</u> 206 |
| 989 | Installation Honor Award | | B- <u>208</u> 207 |
| 990 | Performance Rating | N | B- <u>209</u> 208 |
| 991 | Miscellaneous | N | B- <u>210</u> 209 |
| | | | |

| N | \cap | ۸ | r | | Q | 1 | 6 |
|----|--------|---|---|---|---|---|---|
| 14 | U | ~ | v | • | U | 7 | U |

| Data Element Name | SRS Reference |
|-----------------------|---------------|
| NOAC Description 1 | 3.1.2.1.2-204 |
| NOAC Description 2 | 3.1.2.1.2-204 |
| SF 50: Required | 3.1.2.1.1-121 |
| SF 50: Signature Code | 3.1.2.1.1-119 |

NOAC: 847

| Data Element Name | SRS Reference |
|-----------------------|---------------|
| NOAC Description 1 | 3.1.2.1.2-204 |
| NOAC Description 2 | 3.1.2.1.2-204 |
| SF 50: Required | 3.1.2.1.1-121 |
| SF 50: Signature Code | 3.1.2.1.1-119 |
| | |

APPENDIX D PERSONNEL MASS ACTION INPUTS

TABLE D-14 Inputs for Change in Organization Name

| Data Name | Source | Description/Reference |
|---------------------------------------|---------------------------------|-----------------------|
| Effective Date | User Input | Required |
| Legal Authority Code: 1 | User Input | |
| Legal Authority Code: 1 Description 1 | Database (Optional Override) | 3.1.2.3-101 |
| Legal Authority Code: 1 Description 2 | Database (Optional Override) | 3.1.2.3-101 |
| Organization: Assigned | User Input | Required |
| SF 50: Signature Code | Database (Optional Override) | 3.1.2.3-105 |
| SSN(s) | User Input | |

TABLE D-15 Inputs for Change in FEHB: Plan Code

| Data Name | Source | Description/Reference |
|-----------------|------------|-----------------------|
| Effective Date | User Input | Required |
| FEHB: Plan Code | User Input | Required |
| SSN(s) | User Input | Required |

TABLE D-16 Inputs for TSP Change

| Data Name | Source | Description/Reference |
|-----------------------|------------|--------------------------------|
| Effective Date | User Input | Required |
| SSN(s) | User Input | Required |
| TSP: Eligibility Date | Database | 3.1.2.3.1 <mark>0</mark> 4-102 |
| TSP: Employee Status | Database | 3.1.2.3.1 <u>0</u> 4-101 |
| TSP: Status Datea | Database | 3.1.2.3.1 <mark>04</mark> -103 |

APPENDIX F PAY INPUTS

Deductions TSP Payments (TSP)

| Data Name | Source | Description/Edit Criteria |
|----------------------------|-----------------------|--|
| TSP: Allocation Rate | User Input | Required (3 funds), each fund must meet minimum rate requirement in TRETIR table (Appendix J) |
| TSP: Cy Ded B/W | Database | 3.1.3.2.4-200 |
| TSP: Cy Ded Distr B/W | Database | 3.1.3.2.4-204 |
| TSP: Elected Amount of Ded | User Input | Required if no rate entered, not to exceed maximum deduction amount computed by multiplying the maximum percentage in TRETIR table (Appendix J) by the employee's biweekly base salary. Base pay includes the Standby Premium Pay for firefighters (Tour of Duty: Uncommon Tour Hours not equal 0 and Occupational Code = 0081) and Law Enforcement Officers (Tour of Duty: Uncommon Tour Hours not equal 0 and Occupational Code not equal 0081) limited to the amount computed using the hourly rate of a grade 10/1 in the same pay rate structure found in table TMAX (adjusted for locality pay) |
| TSP: Elected Rate of Ded | User Input | Required if no amount entered, minimum of one percent, not to exceed maximum percentage in TRETIR table (Appendix J) |
| TSP: Eligibility Date | User Input | Personnel Input |
| TSP: Employee Status Code | User Input | Personnel Input |

Deductions TSP Payments (TSP)

| Data Name | Source | Description/Edit Criteria |
|---|------------|---------------------------|
| TSP: Govt Basic Amt Distr B/W | Database | 3.1.3.2.4-204 |
| TSP: Govt Basic Contr B/W | Database | 3.1.3.2.4-202 |
| TSP: Govt Match Contr Tot B/W | Database | 3.1.3.2.4-203 |
| TSP: Govt Matching Dist B/W | Database | 3.1.3.2.4-204 |
| TSP: SCD | User Input | Personnel Input |
| TSP: Employment Separation Code | User Input | Personnel Input |
| TSP: Employment Code Separation Date | User Input | Personnel Input |
| TSP: Separation Flag | User Input | 0 or 1 |
| TSP: Vesting Period | User Input | Personnel Input |

Accumulations of Dollars and Hours Paid Adjustments TSP Accumulations (YTDTSP)

| | (, | | |
|------------------------------------|------------|--|--|
| Data Name | Source | Description/Edit Criteria | |
| TSP: Accum CY Allowable Ded | User Input | | |
| TSP: City Tax Ded MTD | User Input | | |
| TSP: City Tax Ded QTD | User Input | | |
| TSP: City Tax Ded YTD | User Input | | |
| TSP: County Tax Ded MTD | User Input | | |
| TSP: County Tax Ded QTD | User Input | | |
| TSP: County Tax Ded YTD | User Input | | |
| TSP: Cy Ded Distr YTD | User Input | 3 funds | |
| TSP: Cy YTD | User Input | | |
| TSP: Deductions Cum-NASA | User Input | | |
| TSP: Deductions Total YTD | User Input | | |
| TSP: Govt Basic Amt Dist YTD | User Input | 3 funds1 amount, input not allowed for CSRS employees (Retirement Plan = 1, 6, C, E, R, T) | |
| TSP: Govt Match Contr Destr YTD | User Input | 3 funds1 amount, input not allowed for CSRS employees (Retirement Plan = 1, 6, C, E, R, T) | |
| TSP: State Tax Ded MTD | User Input | | |
| TSP: State Tax Ded QTD | User Input | | |
| TSP: State Tax Ded YTD | User Input | | |
| | | | |

Adjustments to Current Pay Period Earnings Thrift Savings Plan Adjustments (TSPADJ)

| Data Name | Source | Description/Edit Criteria |
|--|------------|---|
| TSP Record No | User Input | Adjustment Type must be 11, 21, or 4116, 26, or 46 |
| TSP: Adjustment Date Effective | User Input | Must be a valid TSP Date on Pay Control Table and in format MMDDYYYY. |
| TSP: Rec 21-26 or 4146 Emp G-F-C Fund Amt | User Input | Must be negative for Rec 21-26 and positive for Rec 4146. |
| TSP: Rec 21-26 or 4146 GB G- F-C Fund Amt | User Input | Must be negative for Rec 2126 and positive for Rec 4146. |
| TSP: Rec 2126 or 4146 GM G- F-C Fund Amt | User Input | Must be negative for Rec 2426 and positive for Rec 4146. |

APPENDIX G CORE REPORTS

PERSONNEL CORE REPORTS

Release 8.0 12/008.0.2 03/01

REPORT 254 TSP LETTER (CSRSFERS) PERSONNEL

PURPOSE: To notify employees of eligibility to enroll.

CONTENTS: All newly eligible employees with a 943 NOAC suspended action with Source

Code = 'P' and Retirement Plan = K, M, or N.

SEQUENCE: By Employee Name

National Aeronautics and Space Administration INSTALLATION NAME

<u>F</u>

Notice of Eligibility for the Thrift Savings Plan

TO: A B

You are now eligible to begin or resume contributions in the Thrift Savings Plan (TSP). During this open season, you may begin participating in the TSP by designating a percent of your salary or a whole dollar amount.

If you have not previously contributed, effective C a TSP account will be established for you and NASA will begin making automatic contributions to your account each pay period equal to 1% of your base pay.

To make an open season election you have two options. You may make an electronic election by accessing the Employee Express web site at www.employeeexpress.gov. You will need your EE pin number previously sent to you by the Office of Personnel Management to make an election. Or you may complete the attached TSP Form-1 and return it to

D by the end of open season. You need to complete a TSP-50 and submit it to the Thrift Board to allocate your contributions among the five available funds.

Where to get more information about the TSP: The attached booklet, "Summary of the Thrift Savings Plan for Federal Employees,"

describes the TSP in detail. Please read it before making a TSP election. You may access the TSP website at www.tsp.gov for more information.

Also attached is the flyer "Open Season Update". This flyer contains basic information about this TSP open season.

If you have questions about the TSP, contact ${\tt E}$.

DATA ELEMENTS:

- A. Employee Name Last, Gen, First, MI
- B. Organization: Assigned
- C. TSP Enrollment Date Data value found in Personnel Control Table
- D. Office Mail Code Data Value found in Personnel Control Table
- E. Office Contact Data Value found in Personnel Control Table
- F. If the user designated a Facility Code, the Facility Name will be derived from the Facility Table.

SELECTION CRITERIA:

Include all employees with the following criteria:

- User selected FERS Notice
- Installation code equal user designated center code
- Facility Code equals user designated Facility Code, if entered
- Suspended Nature of Action Code equals
 943 with Source Code equal 'P'
- Retirement Plan = K, M, or N

REPORT 254 TSP LETTER (FERSCSRS) PERSONNEL

PURPOSE: To notify employees of eligibility to enroll.

CONTENTS: All newly eligible employees with a 943 NOAC suspended action with Source

Code = 'P' and Retirement Plan not = K, M, or N.

SEQUENCE: By Employee Name

F

Notice of Eligibility for the Thrift Savings Plan

<u>то:</u> <u>А</u>

You are now eligible to begin or resume contributions in the Thrift Savings Plan (TSP). During this open season, you may begin participating in the TSP by designating a percent of your salary or a whole dollar amount.

To make an open season election you have two options. You may make an electronic election by accessing the Employee Express web site at www.employeeexpress.gov. You will need your EE pin number previously sent to you by the Office of Personnel Management to make an election. Or you may complete the attached TSP Form-1 and return it to

D by the end of open season. You need to complete a TSP-50 and submit it to the Thrift Board to allocate your contributions among the five available funds.

Where to get more information about the TSP: The attached booklet, "Summary of the Thrift Savings Plan for Federal Employees," describes the TSP in detail. Please read it before making a TSP election. You may access the TSP website at www.tsp.gov for more information.

Also attached is the flyer "Open Season Update". This flyer contains basic information about this TSP open season.

If you have questions about the TSP, contact E .

DATA ELEMENTS:

- A. Employee Name Last, Gen, First, MI
- B. Organization: Assigned
- D. Office Mail Code Data value found in Personnel Control Table
- E. Office Contact Data value found in Personnel Control Table
- F. If the user designated a Facility Code, the Facility Name will be derived from the Facility Table.

SELECTION CRITERIA:

Include all employees with the following criteria:

- User selected CSRS Notice
- Installation code equal user designated center code
- Facility Code equals user designated Facility Code, if entered
- Suspended Nature of Action Code equals
 943 with Source Code equal 'P'
- Retirement Plan not equal K, M, or N

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REPORT 314 TRANSMISSION TAPE LISTING (THRIFT SAVINGS PLAN) PAYROLL

PURPOSE: To be used to prepare Form TSP-2, Certification of Transfer of

Fund and Journal voucher, and as a pay period record of what was

sent to the National Finance Center.

CONTENT: Detailed employee TSP information and payment records.

SEQUENCE: Payment records by Center, SSN with header, trailer, and tape

summary records.

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- C. Address: Mailing
- D. SSN: Previous
- E. Birth Date (YYYYMMDD)
- F. Date of Birth: Previous (YYYYMMDD)
- G. TSP: Location
- H. TSP: Effective Date (YYYYMMDD)
- I. TSP: Employee Status Date (YYYYMMDD)
- J. TSP: SCD (YYYYMMDD)
- K. TSP: Vesting Period
- L. Retirement Plan

- M. TSP: Employment Separation Code
- N. <u>TSP: Employment Code Separation</u> Date (YYYYMMDD)
- O. TSP: Employee Status Code
- P. TSP: Record Number
- Q. TSP: Emp Dist G-Fund +Contribution or TSP: CY Late Payment G (If TSP: Non Payment Flag = ' ')Emp Contribution (Adj Type 16)
- R. TSP: Emp Dist F-Fund + TSP: CY Late
 Payment F (If TSP: Non Payment
 Flag = ' ')

Release 8.0.3 01/018.0.2 03/01

S. TSP: Emp Dist C-Fund + TSP: CY Late
Payment C (If TSP: Non Payment
Flag = '')

T. Q+R+S

Y. TSP: Govt Basic Amt G-Fund + or TSP:
Govt Basic Late Payment (Adj Type
16)G (If TSP: Non Payment Flag = ' ')

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REPORT 314 TRANSMISSION TAPE LISTING (THRIFT SAVINGS PLAN)

DATA ELEMENTS (cont'd)

- Z. TSP: Govt Basic Amt F-Fund + TSP: Govt
 Basic Late Payment F (If TSP: Non
 Payment Flag = ' ')
- a. TSP: Govt Basic Amt C-Fund + TSP: Govt
 Basic Late Payment C (If TSP: Non
 Payment Flag = ' ')
- b. Y + Z + a
- c. TSP: Govt Match Amt G-Fund +or TSP:
 Govt Matching Late Payment (Adj Type
 16)G
 (If TSP: Non Payment Flag = '')
- d. TSP: Govt Match Amt F-Fund + TSP: Govt Matching Late Payment F (If TSP: Non-Payment Flag = '')
- e. TSP: Govt Match Amt C-Fund + TSP: Govt Matching Late Payment C
 (If TSP: Non Payment Flag = ' ')
- f. c+d+e
- g. TSP: Department
- h. TSP: Agency
- i. TSP: Department (Previous)
- j. TSP: Agency (Previous)
- k. TSP: Emp Contribution (Adj Type 26)NPPS CY Adj G(1-26)
- I. TSP: NPPS CY Adj F(1-26)
- m. TSP: NPPS CY Adj C(1-26)
- n. k+l+m
- s. TSP: Govt Basic Adj G(1-26) (Adj Type 26)
- t. TSP: Govt Basic Adj F(1-26)
- u. TSP: Govt Basic Adj C(1-26)
- v. s + t + u
- w. TSP: Govt Match Adj G(1-26) (Adj Type 26)

- x. TSP: Govt Match Adj F(1-26)
- v. TSP: Govt Match Adj C(1-26)
- Z. W + X + Y
- *A. TSP: CY <u>Emp Contribution</u> Late Payment G (If TSP: Non Payment Flag = 'x')(Adj Type 46)
- *B. TSP: CY Late Payment F (If TSP: Non Payment Flag = 'x')
- *C. TSP: CY Late Payment C (If TSP: Non Payment Flag = 'x')
- *D. *A + *B + *C
- *I. TSP: Govt Basic Late Payment G (If TSP: Non Payment Flag = 'x') (Adj Type 46)
- *J. TSP: Govt Basic Late Payment F (If TSP: Non Payment Flag = 'x')
- *K. TSP: Govt Basic Late Payment C (If TSP: Non Payment Flag = 'x')
- *L. *| + *J + *K
- *M. TSP: Govt Matching Late Payment G (If TSP: Non Payment Flag = 'x')(Adj Type 46)
- *N. TSP: Govt Matching Late Payment F (If TSP: Non Payment Flag = 'x')
- *O. TSP: Govt Matching Late Payment C (If TSP: Non Payment Flag = 'x')
- *P. *M + *N + *O
- PAY DATE: TSP EFFDATE from CTLPAY Screen

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- If (TSP: CY Ded B/W greater than 0 or TSP: Govt Basic Contr B/W greater than 0 or TSP:Govt Matching Contr Tot B/W greater than 0 or TSP:CY Ded Adj not equal 0 or TSP:Govt Basic Adj Total not equal 0 or TSP:Govt Matching Adj Total not equal 0 or (TSP:Separation Flag equal 1 and Retirement Plan not equal 1, 4, 6, C, E, R, T, and TSP: Employee Status Code not equal to E or I) or
- If (TSP:Emp Late Pmt (1-3) not equal 0 or TSP:GB Late Pmt (1-3) not equal 0 or TSP:GM Late Pmt (1-3) not equal 0)

REPORT 507 REPORT 507 FEDERAL RETIREMENT THRIFT SAVINGS PLAN PAYROLL

CERTIFICATION OF TRANSFER OF FUNDS AND JOURNAL

VOUCHER

PURPOSE: To produce TSP transfer of funds and journal voucher form.

CONTENT: For Current Center:

(TSP: Cy Ded Distr B/W, TSP: Py Ded Distr B/W, TSP: Govt Basic Amt Distr B/W, TSP: Govt Matching Distr B/W, TSP: Cy Ded Adj, TSP: Py Ded Amt, TSP: Govt Basic Adj Total, and TSP: Govt Matching Adj Tot not equal 0 and MER-TSP-SEP-FLAG equal 1) or (MER-TST-EMP-PMT and MET-TSP-PY-LAST-

PMT not equal 0)

SEQUENCE: N/A

DATA ELEMENTS

1. Installation: Name, Address, City, State, Zip

2. PAYROLL-OFFICE-NO

3. Last 2 digits of year in PAY CNTL: TSP EFFECTIVE DATE - TSP Tape Sequence

Number (YY-TTTT)

4. PAY CNTL: CURRENT PP ENDING DATE + 10 Days

5. 'Y' in the Electronic Submission Box

6. Not applicable

7. Current Date

8. Not applicable

9. Not applicable

10. Count of Employee Data Records if Record Code = '06'

11. Count of Current Payment Records if Record Code = '16'

12. Count of Late Payment, Re-Submission Records if Record Code = '46'

13. Count of Negative Adjustment Records if Record Code = '26'

14. 10 + 11 + 12 + 13

15. TSP: EMP DEDUCTION + TSP: EMP LATE

16. TSP: GOVT BASIC AMT + TSP: GOVT BASIC LATE

17. TSP: GOVT MATCH AMT + TSP: GOVT MATCH LATE

<u>18. 15 + 16 + 17</u>

19. TSP: EMP ADJ

20. TSP: GOVT BASIC ADJ

21. TSP: GOVT MATCH ADJ

22. 19 + 20 + 21

23. 18 - 22

24. INSTALL-TSP-CONTACT-NAME

25. Not applicable

26. INSTALL-TSP-CONTACT-PHONE

SELECTION CRITERIA

Includes all employees with the following criteria:

- Installation Code equal to user designated center code

A. Installation: Name, Address, City, State, Zip

B. PAYROLL-OFFICE-NO

C. Last 2 digits of year in PAY CNTL: TSP EFFECTIVE DATE - TSP Tape Sequence Number (YY-TTTT)

D. PAY CNTL: CURRENT PP BEGIN DATE

E. PAY CNTL: CURRENT PP ENDING DATE

F. PAY CNTL: CURRENT PP ENDING DATE + 10 Days

7. Current Date

```
G. Count of Employee Data Records if Record Code = '01'
H. Count of Current Payment Records if Record Code = '11'
J. Count of Late Payment, Re-Submission Records if Record Code = '41'
K. Count of Negative Adjustment Records if Record Code = '21'
L. G + H + J + K
M. Hard Coded 80F3875
N. TSP: EMP DIST G-FUND + TSP: EMP LATE G-FUND
O. TSP: EMP DIST F-FUND + TSP: EMP LATE F-FUND
P. TSP: EMP DIST C-FUND + TSP: EMP LATE C-FUND
Q.N+O+P
R. TSP: GOVT BASIC AMT G-FUND + TSP: GOVT BASIC LATE G-FUND
S. TSP: GOVT BASIC AMT F-FUND + TSP: GOVT BASIC LATE F-FUND
T. TSP: GOVT BASIC AMT CFUND + TSP: GOVT BASIC LATE CFUND
U.R+S+T
V. TSP: GOVT MATCH AMT G-FUND + TSP: GOVT MATCH LATE G-FUND
W. TSP: GOVT MATCH AMT F-FUND + TSP: GOVT MATCH LATE F-FUND
X. TSP: GOVT MATCH AMT C-FUND + TSP: GOVT MATCH LATE C-FUND
<del>Y. V + W + X</del>
Z. N + R + V
a. O + S + W
h P + T + X
CQ+U+Y
d. TSP: EMP ADJ G-FUND
e. TSP: EMP ADJ F-FUND
f. TSP: EMP ADJ C-FUND
<del>g. d + o + f</del>
h. TSP: GOVT BASIC ADJ G-FUND
i. TSP: GOVT BASIC ADJ F-FUND
i. TSP: GOVT BASIC ADJ C-FUND
k. h + i + j
I. TSP: GOVT MATCH ADJ G-FUND
m. TSP: GOVT MATCH ADJ F-FUND
n. TSP: GOVT MATCH ADJ C-FUND
0.1 + m + n
p.d + h + 1
q.e+i+m
r.f+j+n
s.g+k+o
t.c.+s
u. INSTALL-TSP-CONTACT-NAME
v. INSTALL-TSP-CONTACT-PHONE
BOX 2. The letter 'Y' in the Yes Box
BOX 7. The letter 'N' in the No Box
```

BOX 13. The letter 'T' in the Magnetic Tape Box

REPORT 555 LEAVE AND EARNING STATEMENT PAYROLL

PURPOSE: To provide employees with a statement of current leave and

earnings information.

CONTENT: Report produced for employees with biweekly pay or biweekly

deductions. Report can be produced for a single SSN.

SEQUENCE: Selective by Center and the following selections:

1. Org Assigned by Name

2. Org Detailed/Org Located/Org Assigned by Name

3. T&A Code by Name

4. T&A Code/Org Located/Org Assigned by Name

5. Name Only

6. Org Located/Org Assigned by Name

See next page for report layout.

REPORT 555

LEAVE AND EARNINGS STATEMENT

| NASA Leave | e and Earn | | ent | Name | | | 1 | | | SS# | | | 2 | | | Ctr ID | 3 | |
|-------------------------|------------|------------|---------------------|------------|------------------|---------------|------------------|--------------------|---------------|----------|----------|-------------------------|-------------|----------------|------------|----------------|----------|----------------|
| Basic Rate | 4 | OT | | 5 | Basic A | nnual | 6 | Pay Date | 7 | PI | P End | 8 | 3 | PP | No. | 9] | Lv PP No | 0 10 |
| Org. Assigned | 11 | Org. | Located | 12 | | Detail | - | A Code 14 | FEHB | | 15 | Grade | 16 | Ster |) | 17 | Seq. | 18 |
| | | ARNINGS SE | | | | L | | EDUCTIONS SEC | | ı | | TAX INI | | | · <u>I</u> | | PCS YTI | |
| | Biwk | Biwk | Adj. | YTD |) | | Biwk | Adj. | YT | D | State Co | | | 168 | | Taxable | | 182 |
| Desc. | Hrs. | Amt. | Amt. | Earn | | Desc. | Amt. | Amt. | Deduct | tions | De | esc | Fed | St | City | Non Ta | | 183 |
| Base | 19 | 20 | 21 | 22 | | Fed Tax | 96 | 97 | 98 | | Marital | | 169 | 170 | 171 | Fed Tax | | 184 |
| O/T | 23 | 24 | 25 | 26 | | State Tax | 99 | 100 | 101 | | Exempt | | 172 | 173 | 174 | St Tax | | 185 |
| Night Diff | 27 | 28 | 29 | 30 | F | Frmr St Γx | 102 | 103 | 104 | | Add Ex | | 175 | 176 | 177 | City/Ct | | 186 |
| Sun Diff | 31 | 32 | 33 | 34 | | City/Cty | 105 | 106 | 107 | 7 | Add Ar | nount | 178 | 179 | 180 | HIT | | 187 |
| Awd/Bonus | 35 | 36 | 37 | 38 | (| OASDI | 108 | 109 | 110 |) | Ytd Net | Erngs | • | 181 | | OASDI | | 188 |
| Hlwk/Credit | 39 | 40 | 41 | 42 | H | HIT | 111 | 112 | 113 | 3 | DISTE | T ABUTION | TSP | IRITI | | Perct/Amt | | 189 |
| Haz Duty | 43 | 44 | 45 | 46 | (| CSRS | 114 | 115 | 116 | 5 | Fund | Curr En | <u>nplo</u> | Basi | | Match | 1 | YTD |
| Lump | 47 | 48 | 49 | 50 | I | FERS | 117 | 118 | 119 | € | Biwk | 190 | | 191 | | 192 | | 193 |
| Comp Pd | 51 | 52 | 53 | 54 | | FEHB | 120 | 121 | 122 | | F | 194 | | 195 | | 196 | | 197 |
| AUO | 55 | 56 | 57 | 58 | F | FEGLI | 123 | 124 | 125 | 5 | E | 198 | } | 199 | | 200 | | 201 |
| Cola | 59 | 60 | 61 | 62 | 7 | ΓSP | 126 | 127 | 128 | 3 | 8 | 202 | <u> </u> | 203 | - | 204 | | 205 |
| FireFighter | 63 | 64 | 65 | 66 | 7 | Vol Allot | 129 | 130 | 131 | 1 | Ŧ | 206 | • | 207 | <u>.</u> | 208 | | 209 |
| Supr Diff | 67 | 68 | 69 | 70 | (| CFC | 132 | 133 | 134 | 4 | Bonds | Balan | ice | CUM | RETIR | REMENT/ | MIL DEP | OSIT |
| Forgn Diff | 71 | 72 | 73 | 74 | I | Bonds | 135 | 136 | 137 | 7 | 1 | 210 |) | CSR | S | | 215 | |
| Ret Allow | 75 | 76 | 77 | 78 | 1 | NEBA | 138 | 139 | 140 |) | 2 | 211 | | FER | S | | 216 | |
| Staff Diff | 79 | 80 | 81 | 82 | I | Dues | 141 | 142 | 143 | 3 | 3 | 212 | | MIL D | EP | | 217 | |
| EIC | 83 | 84 | 85 | 86 | 7 | ΓSP Loan | 144 | 145 | 146 | | 4 | 213 | | MIL II | NT | | 218 | |
| Bd Refund | 87 | 88 | 89 | 90 | τ | JS Indebt | 147 | 148 | 149 | | Other | 214 | | MIL B | AL | | 219 | |
| Stat Cut | 91 | 92 | 93 | 94 | I | Bankrupt | 150 | 151 | 152 | | | 1 | REN | MARK | SECTION | ON | | |
| WG/Shift 2 | | | | | | Child Sup | 153 | 154 | 155 | | | | | | | | | |
| WG/Shift 3 | | | | | (| Garnish | 156 | 157 | 158 | | | | | 22 | 20 | | | |
| | | | | | N | Mil Dep | 159 | 160 | 161 | | | | | | | | | |
| | | | | | (| Other | 162 | 163 | 164 | | | | | | | | | |
| B/W PAY | 95 | B/W I | DED | 165 | B/W NET | ГРАҮ | 166 | GROSS YTD | 167 | | | | | | | | | |
| | | | | | VERIFY LE | AVE USED A | | MAINING - NOTIFY I | PAYROLL OF A | | | | | | | | | |
| ANI | NUAL LEAV | | | LEAVE | • | | RESTORED A | ANNUAL | | D | ONATED | LEAVE | _ | | | CREDIT | | |
| Desc. | Curr PP | YTD | Curr PP | YTD | PYCO | 2: | 59 Acct 1 Cum | Acct 2 Cum | Acct 3 Cum | Des | | Curr PP | YT | | Desc | Curr I | | YTD |
| PYCO | N/A | 221 | N/A | 243 | Restored | | 260 | 261 | 262 | PYC | 0 | N/A | 300 | | PYCO | N/A | | 323 |
| Earn | 222 | 223 | 244 | 245 | Used Cu | | 53 264 | 265 | 266 | Used | | 301 | 302 | | Earn | 324 | | 325 |
| Used | 224 | 225 | 246 | 247 | Dontd C | | 57 268 | 269 | 270 | Recei | | 303 | 304 | - | Used | 326 | _ | 327 |
| RIC | 226 | 227 | 248 | 249 | Dotd Rto Curr | d 2' | 71 272 | 273 | 274 | Retur | | 305 | 306 | | Forf | 328 | | 329 |
| Restricted | 228 | 229 | 250 | 251 | Balance | | 275 | 276 | 277 | Balan | ice | | 307 | 7 | BAL | <u> </u> | | 330 |
| Donated | 230 | 231 | N/A | N/A | | on Date(s): | 278 | 279 | 280 | _ | | | | | | | | |
| Don Returned | 232 | 233 | N/A | N/A | | _ | ORY (REG) | EXT COM | I | | EL COMP | | | e off A | - | | TARY LI | |
| Earned Bal | + | 234 | 252 | CED CICY | Desc | Curr | | Curr PP | YTD | | r PP | YTD | AWD | _ | AL | PYCO Da | - | 331 |
| Adv Balance | | 235 | | CED SICK | Earn | 281 | | N/A | N/A | - | 08 | 309 | 1 | | 16 | Used Ytd | | 332 |
| Unearned Adv PT C/O Hrs | 1 | 236 | Adv YTD Used Cum | 253 254 | Used Forf | 283 | | 294 | 295 297 | + | 10 12 | 311 | 3 | _ | 17 | Used B/V | v Hrs | 333 334 |
| Use/Lose | 1 | 237 238 | Used Cum Used Ytd | 254 | Stat Cut | _ | | 296 N/A | 297 N/A | - | /A | N/A | 4 | | 19 | Balance | IER LEA | |
| Use/Lose Date | - | 239 | Repaid Ytd | | Paid | 289 | | N/A | N/A N/A | + | /A /A | N/A | 5 | _ | 20 | Desc | Curr | YTD |
| Leave Cat | | 240 | Balance | 257 | Balance | 202 | 291 | IV/A | 298 | 14/ | , , , , | 314 | 6 | | 21 | LWOP | 335 | 336 |
| Leave Ceiling | | 241 | Exp Date | 258 | PYCO | _ | 292 | U/L BY: 3 | 42 | [J/I . F | BY: 343 | J1# | | EXP D | | AWOL | 337 | 338 |
| WEB ADDR: | | 242 | LAP Date | 230 | U/L BY | : 341 | 293 | 29 | | O/L I | 315 | | THEAT | 322 | 2111. | SUSP | 339 | 400 |
| ,, LD MODE. | 1 | | | | OLDI | . 571 | 275 | 2) | | | 515 | | <u> </u> | J = L | | 5051 | 557 | 100 |

Thrift Savings Plan Distribution Contribution (TSP) Section:

There are currently three distribution plans available to Government employees. The categories are as follows:

G = Government Securities Investment Fund

F = Fixed Income Index Investment Fund

C = Common Stock Index Investment Fund

Employees who are in the Civil Service Retirement System will not have Basic or Matching distributions.

There are two categories on the Leave and Earning Statement which are listed; but will be used for future funds. They are as follows:

S = Future Category

I = Future Category

Thrift Savings Plan Distribution (TSP) Section:

| Number | Field Description | Data Description |
|----------------|-------------------|--|
| 189 | TSP Perct/Amt | Thrift Savings Plan Percentage Rate or |
| | | Amount |
| 190 | Employee BiwkFund | Employee Biwk ContributionG Fund Current |
| | G Curr | Distribution |
| 191 | Fund G Basic Biwk | G Fund Agency Basic Biwk |
| | | <u>Contribution</u> <u>Distribution</u> |
| 192 | Fund G Match Biwk | G Fund Agency Matching Biwk |
| | | <u>Contribution</u> <u>Distribution</u> |
| 193 | Fund G YTD | G Fund Year to Date Contribution Deduction |
| 194 | Fund F Curr | F Fund Current Distribution |
| 195 | Fund F Basic | F Fund Basic Distribution |
| 196 | Fund F Match | F Fund Matching Distribution |
| 197 | Fund F YTD | F Fund Year to Date Deductions |
| 198 | Fund C Curr | C Fund Current Distribution |
| 199 | Fund C Basic | C Fund Basic Distribution |
| 200 | Fund C Match | C Fund Matching Distribution |
| 201 | Fund C YTD | C Fund Year to Date Deduction |
| 202 | Fund S Curr | Future Category |
| 203 | Fund S Basic | Future Category |
| 204 | Fund S Match | Future Category |
| 205 | Fund S YTD | Future Category |
| 206 | Fund I Curr | Future Category |
| 207 | Fund I Basic | Future Category |
| 208 | Fund I Match | Future Category |
| 209 | Fund I YTD | Future Category |

APPENDIX N EXTERNAL INTERFACE TAPE SPECIFICATIONS

EXTERNAL INTERFACE TAPE SPECIFICATIONS TABLE OF CONTENTS

| SOURCE DATA SPECIFICATIONS FOR U.S. | |
|--|-----------------------------------|
| TREASURY DEPARTMENT INTERFACE TAPES | N - TD - 1 |
| EFT TAPE | N - EFT - 1 |
| NON EFT TAPE | N - NONEFT - 1 |
| SOURCE DATA SPECIFICATIONS FOR SOCIAL SECURITY ADMINISTRATION INTERFACE TAPES | N - SSA - 1 |
| SOURCE DATA SPECIFICATIONS FOR USDA NATIONAL FINANCE CENTER INTERFACE TAPESTHRIFT SAVINGS PLAN DATASET | N - USDA <u>TSP</u>- 1 |
| SOURCE DATA SPECIFICATIONS FOR NEBA INTERFACE TAPES | N - NEBA - 1 |
| SOURCE DATA SPECIFICATIONS FOR NATIONAL DIRECTORY OF NEW HIRES/CHILD SUPPORT ENFORCEMENT/HHS BIWEEKLY NEW HIRES FILE | N - NEWHIRE - 1 |
| SOURCE DATA SPECIFICATIONS FOR NATIONAL DIRECTORY OF NEW HIRES/CHILD SUPPORT ENFORCEMENT/HHS QUARTERLY WAGES FILE | N - QWAGE - 1 |
| SOURCE DATA SPECIFICATIONS FOR CALIFORNIA STATE OF NEW HIRES/CHILD QTD INTERFACE QTD INTERFACE FILE | N - CAQTD - 1 |
| SOURCE DATA SPECIFICATION FOR FEDERAL RESERVE BANK-PITTSBURG NDM DATASET | |
| BOND TAPE | N - BOND - 1 |

SOURCE DATA SPECIFICATIONS FOR USDA NATIONAL FINANCE CENTER THRIFT SAVINGS PLAN DATASET INTERFACE TAPES

| | Thrift Savings Plan (TSP) Tape Employee Records | | | | | | | | | |
|------|---|-------------|-------------|-------------|-------------------|--|--|--|--|--|
| Tape | Tape Density | Rec Size | Blk Size | Rec Type | JCL-ENTERED-LABEL | Record-sequence | | | | |
| TSP | 1600 | 80 - 254 | 2548 | VB | PRODNPPS.TAPE.TSP | Record number within SSNTSP. One header and one trailer record per center. | | | | |

| Record Type | Record Use |
|------------------|---|
| Header | To identify the submitting installation |
| 4 <u>06</u> | To contain employee identification information |
| 11 16 | Current payment record; all positive values |
| <u>2126</u> | Refunds of payments made in error; all negative values |
| 41 <u>46</u> | Resubmission of previously rejected payments; all positive values |
| Trailer | To total employee records in this submission |

TSP Employee Data Record (Record Number 0406)

(Only submitted to establish accounts or to correct previously submitted information.)

| | Milleu lo e | Stabiisii acc | counts or to correct previously submitte | <u>ed Information.)</u> |
|--------|-------------|----------------------------------|--|--|
| Field | 41. | 0 : 1 | O But Pield | |
| Number | Length | Column | Source Data Field | Remarks |
| 1 | 9 | 1-9 | SSN | |
| 2 | <u>8</u> 6 | 10-17 10-15 | DATE OF BIRTH | Birthdate from NPS2- PER-MASTER (YYYYMMDD using only bytes 3-8) |
| 3 | <u>8</u> 6 | 18-25 16-21 | CTL-TSP-EFFDATE TSP effective date | EFFDATE from NPS2- PAYCTL- TABLE (YYYYMMDD) |
| 4 | 2 | 26-27 22-23 | TSP: RECORD NUMBER | Always " <u>0601</u> "; system generated |
| 5 | 17 | 28-44 24 - 40 | NAME: LAST | First 17 of the 22 character source field |
| 6 | 12 | 45-56 41 - 52 | NAME: FIRST | |
| 7 | 12 | <u>57-68</u> 53-64 | NAME: MIDDLE | |
| 8 | 9 | 69-77 65-73 | SSN: PREVIOUS | |
| 9 | <u>8</u> 6 | 78-85 74 - 79 | MER-TSP-DOBERR | YYYYMMDD |
| 10 | 25 | 86-110 80 - 104 | ADDRESS: MAILING address line 1 | First 25 of the 35 character source field |
| 11 | 25 | 111-135 105-129 | ADDRESS: MAILING address line 2 | First 25 of the 35 character source field |
| 12 | 25 | 136-160 130 - 154 | Blanks address line 3 | |
| 13 | 20 | 161-180 155-174 | ADDRESS: MAILING city | |
| 14 | 3 | 181-183 175-177 | ADDRESS: MAILING state | |
| 15 | 9 | 184-192 178-186 | ADDRESS: MAILING ZIP code | |
| 16 | 1 | <u>193</u> 187 | TSP: EMPLOYEE STATUS CODE | |
| 17 | <u>8</u> 6 | 194-201 188-193 | TSP: EMPLOYEE STATUS DATE | YYYYMMDD |
| 18 | 16 | 202-217 194 - 209 | INSTALL-TSP-LOCATION | From table TINSTALL |

TSP Employee Data Record (Record Number 0106)

(Only submitted to establish accounts or to correct previously submitted information.)

| Field | | | | |
|--------|--------------|--------------------|--|----------|
| Number | Length | Column | Source Data Field | Remarks |
| 19 | <u>8</u> 6 | 218-225 210-215 | TSP: SCD | YYYYMMDD |
| 20 | 1 | <u>226</u> 216 | TSP: VESTING PERIOD | |
| 21 | 1 | <u>227</u> 217 | RETIREMENT PLAN | |
| 22 | 1 | <u>228</u> 218 | TSP: SEPARATION CODE Employment Code | |
| 23 | <u>8</u> 6 | 229-236 219-224 | TSP: SEPARATION DATE Employment Code Date | YYYYMMDD |
| 24 | <u>14</u> 26 | 237-250 225-250 | Blanks | |

TSP Employee <u>Current</u> Payment Record (Record Number <u>1611</u>)

| Field Number | Length | Column | Source Data Field | Remarks |
|-----------------|------------|----------------------------------|---|--|
| 1 | 9 | 1-9 | SSN | |
| 2 | <u>8</u> 6 | <u>10-17</u> 10-15 | DATE OF BIRTH | Birthday from NPS2- PER-MASTER (YYYYMMDD using only bytes 3-8) |
| 3 | <u>8</u> 6 | <u>18-25</u> 16-21 | CTL-TSP-EFFDATE Must be YYYYMMDD | Blank EFFDATE from TSP effective date NPS2-PAYCTL- TABLEor TSP effective date from TSPADJ if adjustment type 16 _(YYYYMMDD-using only bytes 3-8) |
| 4 | 2 | 26-27 22-23 | TSP: RECORD NUMBER | Always " <u>16</u> 11"; system generated |
| <u>5</u> | <u>18</u> | <u>28-45</u> | <u>Filler</u> | Always blanks |
| <u>6</u> 5 | 6 | 46-51 24-29 | TSP: CY DED DISTR B/W MER-TSP-EMPDIST-DED(1) +or MER-TPS-EMP-LATE-PMT(1) | EMP contribution or EMP contribution late payment (adjustment type 16)Government fund |
| 6 | 6 | 30-35 | TSP: CY DED DISTR B/W MER-TSP-EMPDIST-DED(2) + MER-TPS-EMP-LATE-PMT(2) | Fixed income |
| 7 | 6 | 36-41 | TSP: CY DED DISTR B/W MER-TSP-EMPDIST-DED(3) + MER-TPS-EMP-LATE-PMT(3) | Common stock |
| 8 | 6 | 42-47 | TSP: CY DED B/W | |
| <u>7</u> | <u>42</u> | <u>52-93</u> | <u>Filler</u> | Always blanks |
| 9 | 6 | 4 8-53 | Zeros | Always zeros |
| 10 | 6 | 54-59 | Zeros | Always zeros |
| 11 | 6 | 60-65 | Zeros | Always zeros |
| 12 | 6 | 66-71 | Zeros | Always zeros |
| <u>813</u> | 6 | 94-99 72-77 | TSP: GOVT-BASIC AMT DISTR B/W MER-TSP-GBADIST(1) or+ MER-TSP-GB-LATE-PMT(1) | GOVT Basic or GOVT Basic late payment (adjustment type 16) Government fund |
| 44 | 6 | 78-83 | TSP: GOVT BASIC AMT DISTR BAW MER-TSP-GBADIST(2) + MER-TSP-GB-LATE-PMT(2) | Fixed income |

TSP Employee <u>Current</u> Payment Record (Record Number <u>16</u>11)

| Field Number | Length | Column | Source Data Field | Remarks |
|-----------------|--------------|---------------------------|--|---|
| 15 | 6 | 84-89 | TSP: GOVT BASIC AMT DISTR B/W MER-TSP-GBADIST(3) + MER-TSP-GB-LATE-PMT(3) | Common stock |
| 16 | 6 | 100-117 90 - 95 | TSP: GOVT BASIC CONTR B/W MER-TSP-GBAMT | |
| <u>9</u> | <u>18</u> | <u>100-117</u> | <u>Filler</u> | Always blanks |
| <u>10</u> 17 | 6 | 118-123 96-101 | TSP: GOVT MATCHING DISTR B/W MER-TSP-GMADIST(1) + OR MER-TSP-EMP-GM-LATE- PMT(1) | Govt matching or Govt matching late payment (adjustment type 16)Government fund |
| 18 | 6 | 102-107 | TSP: GOVT MATCHING DISTR B/W MER-TSP-GMADIST(2) + MER-TSP-EMP-GM-LATE- PMT(2) | Fixed income |
| 19 | 6 | 108-113 | TSP: GOVT MATCHING DISTR B/W MER-TSP-GMADIST(3) + MER-TSP-EMP-GM-LATE- PMT(3) | Common stock |
| 20 | 6 | 114-119 | TSP: GOVT MATCH CONTR TOT B/W MER-TSP-GMAMT | |
| <u>11</u> 21 | 2 | 124-125 120-121 | TSP department MER-TSP-DEPT | |
| <u>12</u> 22 | 2 | 126-127 122-123 | TSP agency MER-TSP-AGENCY | |
| <u>13</u> 23 | <u>23</u> 27 | 128-150 124-150 | <u>Filler</u> Blanks | Always blanks |

Employee TSP <u>Negative</u> Adjustment Record (Record Number <u>2621</u>)

| Field | | (Rossia Rambol <u>20</u> 21) | | | | | |
|----------------|------------|----------------------------------|----------------------------------|--|--|--|--|
| Number | Length | Column | Source Data Field | Remarks | | | |
| 1 | 9 | 1-9 | SSN | | | | |
| 2 | <u>8</u> 6 | <u>10-17</u> 10-15 | DATE OF BIRTH | From NPS2-PER-MASTER (YYYYMMDD using only bytes 3-8) | | | |
| 3* | <u>8</u> 6 | 18-25 16-21 | NPPS-TSP-ADJ-DATE effective date | From NPS2-PAY-TSP-ADJ (YYYYMMDD using only bytes 3-8) | | | |
| 4 | 2 | 26-27 22-23 | TSP: RECORD NUMBER | Always " <u>2621</u> "; system generated | | | |
| <u>5</u> | <u>18</u> | <u>28-45</u> | <u>Filler</u> | Always blanks | | | |
| <u>65*</u> | 6 | 46-51 24-29 | NPPS-TSP-EADJ-G (1-26) | Employee contribution; (adjustment type 26) Government fund adjustment | | | |
| 6* | 6 | 30-35 | NPPS-TSP-EADJ-F (1-26) | Employee contribution; Fixed income adjustment | | | |
| <u>7</u> | <u>42</u> | <u>52-93</u> | <u>Filler</u> | Always blanks | | | |
| 7* | 6 | 36-41 | NPPS-TSP-EADJ-C (1-26) | Employee contribution; Common stock adjustment | | | |
| 8 | 6 | 42-47 | Total emp. cont. adj. | System calculated (sum of fields 5, 6, 7 above) | | | |
| 9* | 6 | 4 8-53 | Prior year | (Not implemented) | | | |
| 10* | 6 | 54-59 | Prior year | (Not implemented) | | | |
| 11* | 6 | 60-65 | Prior year | (Not implemented) | | | |
| 12 | 6 | 66-71 | Prior year | (Not implemented) | | | |
| <u>8</u> 13* | 6 | 94-99 72-77 | NPPS-TSP-GBAD-G (1-26) | Government basic contribution; Government fund adjustment (adjustment type 26) | | | |
| 14* | 6 | 78-83 | NPPS-TSP-GBAD-F (1-26) | Government basic contribution; Fixed income adjustment | | | |
| 15* | 6 | 84-89 | NPPS-TSP-GBAD-F (1-26) | Government basic contribution; Common stock adjustment | | | |
| <u>9</u> | <u>18</u> | <u>100-117</u> | <u>Filler</u> | Always blank | | | |
| 16 | 6 | 90-95 | Total gov. basic adj | System calculated (sum of fields 13, 14, 15 above) | | | |

Employee TSP <u>Negative</u> Adjustment Record (Record Number <u>2621</u>)

| Field | | | | • |
|------------------------|--------------|--------------------|---------------------------------|--|
| Number | Length | Column | Source Data Field | Remarks |
| <u>10</u> 17* | 6 | 118-123 96-101 | NPPS-TSP-GMAD-G (1-26) | Government match contribution; Government fund adjustment (adjustment type 26) |
| 18* | 6 | 102-107 | NPPS-TSP-GMAD-F (1-26) | Government match contribution; Fixed income adjustment |
| 19* | 6 | 108-113 | NPPS-TSP-GMAD-C (1-26) | Government matching contribution; Common stock adjustment |
| 20 | 6 | 114-119 | Total gov. match adj | System calculated (sum of fields 17, 18, 19 above) |
| <u>1121</u> | 2 | 124-125 120-121 | TSP department MER-TSP-DEPT | |
| <u>1222</u> | 2 | 126-127 122-123 | TSP agency MER-TSP-AGENCY | |
| <u>1323</u> | <u>23</u> 27 | 128 124-150 | <u>Filler</u> Blank | Always blank |

^{*} From NPS2-PAY-TSP-ADJ.

Employee TSP Adjustment Late Payment Record (Record Number 464)

(TSP: Record Number = 446 are for resubmissions only. These TSP records do not affect net pay.)

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|---|----|----|
| F | ie | lo |

| Field Number | Length | Column | Source Data Field | Remarks |
|-----------------|------------|---------------------------|---------------------------------|---|
| 1 | 9 | 1-9 | SSN | |
| 2 | <u>8</u> 6 | 10-17 10-15 | DATE OF BIRTH | From NPS2-PER-MASTER YYYYMMDD |
| 3* | <u>8</u> 6 | 18-25 16-21 | MER-TSP-EFFDATE | From NPS2-MER-FILE YYYMMDD |
| 4 | 2 | 26-27 22-23 | TSP: RECORD NUMBER | Always "4641"; system generated |
| <u>5</u> | <u>18</u> | <u>28-45</u> | <u>Filler</u> | Always blanks |
| <u>6</u> 5* | 6 | 46-51 24-29 | NPPS-TSP-EADJ-G (27-52) | Employee contribution; (adjustment type 46) Government fund update |
| <u>7</u> | <u>42</u> | <u>52-93</u> | <u>Filler</u> | Always blanks |
| 6* | 6 | 30-35 | NPPS-TSP-EADJ-F (27-52) | Employee contribution; Fixed income update |
| 7* | 6 | 36-41 | NPPS-TSP-EADJ-C (27-52) | Employee contribution; Common stock update |
| 8 | 6 | 42-47 | Total emp. Cont. update | System calculated (sum of fields 5, 6, 7 above) |
| 9* | 6 | 48-53 | Prior year | (Not implemented) |
| 10* | 6 | 54-59 | Prior year | (Not implemented) |
| 11* | 6 | 60-65 | Prior year | (Not implemented) |
| 12 | 6 | 66-71 | Prior year | (Not implemented) |
| <u>8</u> 13* | 6 | 94-99 72-77 | NPPS-TSP-GBAD-G (27-52) | Government basic contribution; (adjustment type 46) Government fund L.P. |
| 14* | 6 | 78-83 | NPPS-TSP-GBAD-F (27-52) | Government basic contribution; Fixed income L.P. |
| 15* | 6 | 84-89 | NPPS-TSP-GBAD-C (27-52) | Government basic contribution; Common stock L.P. |
| 16 | 6 | 90-95 | Total gov. basic adj | System calculated (sum of fields 13, 14, 15 above) |
| <u>9</u> | <u>18</u> | <u>100-117</u> | <u>Filler</u> | Always blank |
| <u>10</u> 47* | 6 | 118-123 96-101 | NPPS-TSP-GMAD-G (27-52) | Government matching contribution; (adjustment type 46) Government fund L.P. |

Employee TSP Adjustment Late Payment Record (Record Number 464)

(TSP: Record Number = $44\underline{6}$ are for resubmissions only. These TSP records do not affect net pay.)

Field

| Number | Length | Column | Source Data Field | Remarks |
|-------------------------|------------------|------------------------|--------------------------------|---|
| 18* | 6 | 102-107 | NPPS-TSP-GMAD-F (27-52) | Government matching contribution; Fixed income L.P. |
| 19* | 6 | 108-113 | NPPS-TSP-GMAD-C (27-52) | Government matching contribution; Common stock L.P. |
| 20 | 6 | 114-119 | Total government matching L.P. | System calculated sum of fields 17, 18, 19 (above) |
| <u>11</u> 21* | 2 | 124-125 120- 121 | TSP department MER-TSP-DEPT | |
| <u>1222*</u> | 2 | 126-127 122-123 | TSP agency MER-TSP-AGENCY | |
| <u>13</u> 23 | 27 23 | 128-150 124-150 | <u>Filler</u> Blank | Always blank |

^{*} From NPS2-MER-FILE.

TSP Header Data Record

| Field Number | Length | Column | Source Data Field | Remarks |
|-----------------|--------------|----------------------------------|-----------------------------------|--|
| 1 | 4 | 1-4 | Record ID | Always "DHD <mark>6R"</mark> ; system generated |
| 2 | 6 | 5-10 | TSP-CERT-RPT-NO | First two bytes equal the "year" in CTL-DATE. The last four bytes equal to CTL-TSP-TAPE-SEQ in NPS2-PAYCTL-TABLE |
| 3 | <u>8</u> 6 | <u>11-18</u> 11-16 | CTL-TSP-EFFDATE | From NPS2-PAYCTL- TABLE effective date (YYYYMMDD using only bytes 3-8) |
| 4 | 8 | 19-26 17-24 | INSTALLATION: PAYROLL OFFICE NUM | |
| 5 | 30 | 27-56 25-54 | INSTALLATION: TSP CONTACT NAME | |
| 6 | <u>10</u> 12 | 57-66 55-64 | INSTALLATION: TSP PHONE | No dashes |
| 7 | <u>14</u> 16 | <u>67</u> 65-80 | <u>Filler</u> Blank | |

TSP Trailer Data Record

| Field | | | | |
|--------|--------|---------|--|---|
| Number | Length | Column | Source Data Field | Remarks |
| 1 | 4 | 1-4 | Record ID | Always "TRLR"; system generated |
| 2 | 14 | 5-18 | Total employee contribution deduction | System calculated |
| 3 | 14 | 19-32 | FillerZeros Not Implemented | Prior year |
| 4 | 14 | 33-46 | Total gov basic amt. | System calculated |
| 5 | 14 | 47-60 | Total gov matching amt. | System calculated |
| 6 | 14 | 61-74 | Total emp adjustment amt. | System calculated (records "2624" and "4644") |
| 7 | 14 | 75-88 | FillerZeros Not Implemented | Prior year |
| 8 | 14 | 89-102 | Total Gov't basic adj. | System calculated (records "2426" and "4146") |
| 9 | 14 | 103-116 | Total Gov't match adj | System calculated (records "2624" and "4641") |
| 10 | 8 | 117-124 | Total "0601" records | System calculated |
| 11 | 8 | 125-132 | Total "1611" records | System calculated |
| 12 | 8 | 133-140 | Total adjustment records (records "2621" and "4641") | System calculated |
| 13 | 11 | 141-151 | A numeric field | System generated; zero filled |
| 14 | 49 | 152-200 | Blank | |